

# REQUIREMENTS FOR RECIPROCAL PROVISIONAL TEACHING CERTIFICATE

## ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE MAY BE ISSUED WITH A VALID COMPARABLE ELEMENTARY, SECONDARY OR SPECIAL EDUCATION CERTIFICATE FROM ANOTHER STATE. ALL REQUIREMENTS FOR THE RECIPROCAL PROVISIONAL TEACHING CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

### ➤ RECIPROCAL PROVISIONAL TEACHING CERTIFICATE

*The certificate is valid for 1 year and may not be renewed.*

Requirements for the Provisional Elementary, K – 8 Certificate are:

1. Completed “**Application for Certification**” form with a \$60 personal check, cashiers check, or money order **ONLY**, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.
2. A Bachelor’s or more advanced degree from an accredited institution. Official transcript(s) required.
3. A valid, comparable out-of-state teaching certificate from any other state in the United States. Please submit the original or a notarized copy.

*Requirements 4 through 7 must be met before the issuance of any other certificate. The professional knowledge and subject knowledge assessments shall be waived for applicants who hold a current certificate from the National Board for Professional Teaching Standards.*

4. A passing score on the Professional Knowledge portion of the Arizona Educator Proficiency Assessment. The Professional Knowledge assessment shall be waived for applicants with **3 years** of verified full-time teaching experience. The **3 years** experience must have been completed during the last valid period of the out-of-state teaching certificate. (At time of application, please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.) **Verification to waive the Professional Knowledge Exam must be submitted at time of application.**
5. A passing score on the Subject Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). The Subject Knowledge assessment shall be waived for applicants who hold a Master's or more advanced degree in the subject area to be taught. Degree must be posted on official transcripts at time of application. (Official transcripts reflecting the Master's degree in the subject area required.) **Verification to waive the Subject Knowledge Exam must be submitted at time of application.**
6. Verification of state approved Structured English Immersion (SEI) training. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.
7. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279. If fingerprinted in an approved state (see attached), proof of application for a Fingerprint Clearance Card and a signed “Testament Form” are required.

**NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*

8. Arizona Constitution (a college course or the appropriate examination).
9. U.S. Constitution (a college course or the appropriate examination).

### ➤ REQUIREMENTS TO MOVE TO A 2-YEAR PROVISIONAL TEACHING CERTIFICATE

*The Provisional certificate is valid for 2 years and may not be renewed, but may be extended once for 2 years.*

Requirements for moving from a 1-Year Reciprocal Provisional Teaching Certificate to a 2-Year Provisional Teaching Certificate are:

1. Completed “**Application for Certification**” form with a \$60 personal check, cashiers check, or money order **ONLY**, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.
2. A passing score on the Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Assessments indicated on the Reciprocal Provisional Teaching Certificate (if applicable).
3. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.
4. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.